

Administrative - Internal Use Only

Executive Registry
73-5932

DD/MES 73-3758

20 SEP 1973

MEMORANDUM FOR: Secretary, CIA Management Committee

FROM : Deputy Director for Management and Services

SUBJECT : Incentive Awards for Employees Earning Bachelor and Advanced Degrees

1. Action Requested: Approve the awarding of a Quality Step Increase (QSI) to an employee earning a bachelor or advanced degree, principally on the employee's own time.

2. Background: The superior overall intellectual quality of Agency employees together with the value to the intelligence profession of expertise gained from formal education suggests that incentive awards would encourage further academic achievements by Agency personnel. Use of a QSI for such a purpose would be a tangible and continuing form of recognition to an employee with the initiative to improve his or her professional qualifications. Although the Agency does sponsor some employees for full-time academic training, paying all costs including salaries, it is neither practical nor economically feasible to do this on other than a very selective basis. Consequently, a supplementary program supported by the incentive of a QSI should challenge some employees who otherwise would not improve their academic standing.

3. Staff Position: The anticipated minute increase in average grade resulting from this proposed program would be a simple and inexpensive way to benefit both the Agency and the employee. Specific guidelines as to eligibility of employees and other governing criteria are now being studied; however, no unusual obstacles are evident that would delay early implementation of the program.

Administrative - Internal Use Only

Administrative - Internal Use Only

4. Recommendation: Approve in principle the concept of awarding Quality Step Increases to employees earning bachelor or advanced degrees, principally on their own time.

/s/ Harold L. Brownman

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

APPROVED : _____

DISAPPROVED: _____

STATINTL

EO-DD/M&S [redacted]:kmg (20 Sep 73)

Distribution.

Orig - Adse (for return to DD/M&S)

11 - ES

2 - DD/M&S

1 - D/Pers

1 - DTR

~~1~~ - CMO-DD/M&S

1 - HLB Chrono

1 - OGC (26 Sep 73)

Administrative - Internal Use Only